



Fw: T1208GHR022
Nobuko Hattori to: jpsych46
Cc: Michelle Parker

07/16/2012 02:21 PM

Hi John,

Attached is our order #T1208GHR022 authorizing training to EPA staff on August 20, 2012 and supervisors on August 29, 2012. If you need further information, please contact me.

Thanks,
Nobe Hattori
Region 8 Training Assistant
U.S. Environmental Protection Agency
1595 Wynkoop (8TMS-H)
Denver, CO 80202
Office (303) 312-6303
Fax (303) 312-6370

—— Forwarded by Nobuko Hattori/R8/USEPA/US on 07/16/2012 02:19 PM ——

From: Mail R8Printer/R8/USEPA/US@EPA
To: Nobuko Hattori/R8/USEPA/US@EPA
Date: 07/16/2012 02:13 PM
Subject: T1208GHR022

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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 8
1595 Wynkoop
DENVER, CO 80202
<http://www.epa.gov/region08>

July 12, 2012

Ref: 8TMS-H

Nicoletti Flater and Associates
3595 South Teller Street, Suite 310
Lakewood, CO 80235

Enclosed is an Environmental Protection Agency training contract, which authorizes the following employee(s):

Group

to attend: **Preventing Workplace Violence**
on these date(s): **August 20, 2012 and August 29, 2012**

The EPA has two separate authorizations to make payment for your training. In order to make payment without delay or unnecessary confusion, the EPA is making a special request. After completion of the training on both dates (August 20 & 29, 2012), please submit two separate invoices with the total amount owed (\$**(b)(4)**00) split between the two invoices as described below.

Please send your invoices to:

US Environmental Protection Agency
RTP-Finance Center
4930 Old Page Road (D143-02)
Research Triangle Park, NC 27709

First Invoice: Please indicate a total amount due of \$**(b)(4)**00, and reflect this tracking number on your invoice: **T1108GHR029**

Second Invoice: Please indicate a total amount due of \$**(b)(4)**00, and reflect this tracking number on your invoice: **T1208GHR022**

Please note: The total amount due on the two invoices should equal \$**(b)(4)**00.00, which will cover the two hour employee training on August 20, 2012; the two hour employee training on August 29, 2012; the three hour supervisor training on August 29, 2012; and the one hour training for the Response Team on August 29, 2012.

To be certain that payment is not delayed, please be sure that the information on your invoices matches that in Block 1a of our training contract. You must include your federal TIN and

the EPA employee's name on your invoices. As we are only authorized to make payments after services have been rendered, please mail your invoices after the completion of the event or course. If you have any questions or concerns, I can be reached at (303) 312-7101. It is a pleasure to do business with you.

Regards,



Veronica Peeler

Regional Training Officer

(303) 312-6370

July 12, 2012

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

A. Agency, code agency subelement,
and submitting office number
EP00

B. Request Status (Mark (X) one)
☐ Requisition
☒ Initial
☐ Correction
☐ Cancellation

Section A - TRAINEE INFORMATION

1. Applicant Name (Last, First, Middle Initial)

2. Social Security Number (M) Employee Number

3. Date of Birth (YYYY-MM-DD)

Group Training

4. Home Address (Number, Street, City, State, ZIP Code)

5. Home Telephone
(Including Area Code)

6. Position Level (Mark (X) one only)

a. INDT-SUPERVISORY

b. Supervisory

c. Manager

8. Work Email Address

9. Manager

10. Executive

11. Other

12. Other

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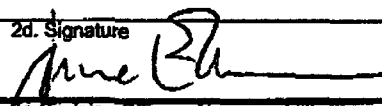
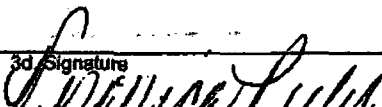
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Section D - APPROVALS

1a. Immediate Supervisor - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
2a. Second-line Supervisor - Name and title Chadbourne, Jane E. Supervisory Human Resources Of	
2b. Area Code / Telephone Number	2c. Email Address chadbourne.jane@epa.gov
2d. Signature 	2e. Date 11/12/12
3a. Training Officer - Name and title Peeler, Veronica I Human Resources Specialist (Hr	
3b. Area Code / Telephone Number	3c. Email Address peeler.veronica@epa.gov
3d. Signature 	3e. Date 7/12/12

Section E - APPROVALS / CONCURRENCE

1a. Authorizing Officer - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	

Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION

1a. Authorizing Officer - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date

TRAINING FACILITY -- Bills should be sent to the office indicated in item C6. Please refer to the number given in item C4 to assure prompt payment.